

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING**  
**AUGUST 10, 2021 @ 6:30 PM**

**Video Link:** <https://www.youtube.com/watch?v=1FVDKbBlyQQ>

**First order of business:** Call to Order

Chairman Troy called the meeting to order at 6:30 p.m.

**Second order of business:** Pledge of Allegiance

**Third order of business:** Roll Call

Present: Chairman Troy, Supervisor Dionisopoulos, Supervisor Kranick and Supervisor Michels. Also, present was Administrator Dan Green.

Excused: Supervisor Woelfle

**Fourth order of business:** Citizen Comments:

Jon Spheeris, S1W33857 Abitz Road, stated he is looking for an early start permit for The Retreat Subdivision. He explained he has started early in other communities to help stabilize the soil before September 15<sup>th</sup>. He is working on the letter of credit and the bond required by Waukesha County.

**Fifth order of business:**

- A. Approval of July 27, 2021, Town Board Minutes

*Motion made by Supervisor Kranick to approve the minutes from July 27, 2021. Seconded by Supervisor Michels. Motion passed 4-0.*

**Sixth order of Business:** Action on vouchers submitted for payment:

- A. Report on budget sub-accounts and action to amend 2021 budget
- B. 1) Accounts payable; 2) Payroll

*Motion by Supervisor Kranick to approve payment of Checks #64916-#64917 and checks #64921-#64942 in the amount of \$99,249.07 and payrolls dated August 6, 2021, in the amount of \$14,039.86. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

**Seventh order of Business:** Communications (*for discussion and possible action*) - None

- A. Waste Hauler Services – Waukesha County RFP process (Discussion only)  
Administrator Green explained that the County will be sending out the RFP next week and the final scores (results) to the municipalities in early October.
- B. Redistricting Update  
Administrator Green explained that the County hosted a meeting last week, to demonstrate the mapping software the County uses for drawing district boundaries. Once the final census numbers are in, the communities can draw their new lines.
- C. Lake Country Fire and Rescue Budget (Discussion Only)  
Supervisor Michels stated that last Thursday, the Lake Country Board met for the first budget workshop. The first draft of the budget was presented by Chief Fennig. The board meets next Thursday for another budget session. Supervisor Michels explained the board previously had a series of meetings regarding an employee who did not obey LCFR's policies, and resigned from his position. The new budget reflects an increase in legal fees, and the cost of paying the employee's severance package.

Supervisor Michels also explained that there is an effort to unionize Lake Country Fire and Rescue. They have applied for unionization and have submitted ballots.

Supervisor Michels explained that as far as the budget goes, the Chief is recommending 5.14% increase for 2022 (the maximum allowable levy increase). He explained that the Fire Chief stated to remain operational, with a 3% increase in wages, and insurance, the budget would need to be increased by 3.48%. The other 2% would be to add 3 new full-time staff. These staff members would be to add a 12<sup>th</sup> person on each shift, to cover for sick and vacation days.

Chairman Troy asked what the reaction was from the other communities to a 5.14% increase. Supervisor Michels stated that he expressed concern about the increase, as did the City of Delafield and Village of Nashotah. He stated that the capital budget would also be increased by 5%. He explained that the Fire Chief assured the board that a 1% increase in wages only equated to roughly \$16,000 in the budget, and it might not be the most pertinent place to find cost savings.

Supervisor Kranick stated there are still a lot of hoops to go through before the budget is final, and the Lake Country Board still has work to do before it is final. He also explained that if one municipality does not adopt the budget, it goes back to the prior year's budget.

Chairman Troy questions if the department was currently in the process of unionizing, and if it could be decided by the fall. Supervisor Michels stated it is possible, but that negotiations for salaries can often take 1 to 3 years. He did suggest increasing their legal fees to a higher amount than \$10,000 for union negotiations.

**Eighth order of Business:** Unfinished Business: NONE

**Ninth order of Business:** New Business:

- A. Discussion and possible action on the request from Jon Spheeris for an early start approval for the Retreat Subdivision.

Engineer Barbeau explained this subdivision is off Norms Road. It is an 8-lot subdivision, with one home already existing. He explained the owner has signed the Developer's Agreement, and a final plat is currently in review by the State and County. He explained the developer has a draft form for the letter of credit, and it will be ready to go as soon as the bank signs it. Engineer Barbeau stated the reason for starting now, is to get the work done to get the property restored before the fall comes. He explained that typically the Developer's Agreement and the Letter of Credit come before the start of construction. Staff recommends approval of starting early so long as the Letter of Credit is given to the Administrator prior to beginning work.

*Motion by Supervisor Kranick to approve the early start for Jon Spheeris for the Retreat Subdivision contingent on the Letter of Credit being filed with the Administrator. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- B. Discussion and possible action on the adoption of Ordinance 2021-06, an ordinance to repeal and re-create portions of Chapter 19 of the Town Code concerning regulations of parks.

Administrator Green explained this ordinance helps to enforce dog regulations in the parks, updates the old version by removing references to the Park Commission, and has other small changes like park hours, drone usage, and staff titles. The board had questions regarding the regulations of drones, the new time for park closures and adding language that distinguishes Town parks from County/State parks.

*Motion by Supervisor Kranick to approve Ordinance 2021-06, an ordinance to repeal and recreate portions of Chapter 19 of the Town Code concerning regulations of parks. Seconded by Supervisor Michels. Motion passed 4-0.*

- C. Discussion and possible action on the adoption of Ordinance 2021-07, an ordinance granting limited expenditure, contracting and contract execution authority to the Town Administrator/Clerk/Treasurer and Town Chair.

Chairman Troy explained this ordinance is to give the Town Chair and the Town Administrator the power to make purchases of up to \$25,000, in the case of an emergency. An example of such a case was when the chiller in the IT room broke. He also explained this ordinance will allow the Town to act on Ordinance 2021-08 regarding meeting cancellations.

*Motion by Supervisor Kranick to adopt Ordinance 2021-07, an ordinance granting limited expenditure, contracting and contract execution authority to the Town Administrator/Clerk/Treasurer and Town Chair. Seconded by Supervisor Michels. Motion passed 4-0.*

- D. Discussion and possible action on the adoption of Ordinance 2021-08, an ordinance granting the Town Chair or the Town Board the authority to cancel a meeting of the Town Board.

*Motion by Supervisor Michels to approve Ordinance 2021-08, an ordinance granting the Town Chair or the Town Board the authority to cancel a meeting of the Town Board. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- E. Discussion and possible action on updates to the Town's employee handbook.

Chairman Troy explained the last handbook was updated in 2016. This version removes the fire department, makes updates to the computer use/IT policy, and updates procedures with the Town now having an administrator.

*Motion by Supervisor Kranick to approve the updates to the Town's employee handbook, subject to the removal of liaison references and updating "Chairman" to "Chair". Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

**Tenth order of Business:** Announcements and Planning items

- A. Town Board – Tuesday, August 24, 2021 @ 6:30 PM
- B. Plan Commission – Tuesday, September 7, 2021 @ 6:30 PM
- C. Budget Workshop – Tuesday, September 14, 2021 @ 5:00 PM
- D. Town Board – Tuesday, September 14, 2021 – Immediately following the Budget Workshop

**Eleventh order of Business:** Adjournment

*Motion by Supervisor Kranick to adjourn the August 10, 2021, Town Board meeting at 7:18 p.m. Seconded by Supervisor Michels. Motion carried 4-0.*

Respectfully submitted:

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Dan Green, CMC/WCMC  
Administrator - Town Clerk/Treasurer